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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the **Requirement**, and the Basis of Payment

### 2. Summary

Request for Regional Individual Standing Offer (RISO) for the supply of Juice and Coffee with dispensing machines on an as and when requested basis as outlined in Annex "A" and Annex "B".

No minimum call-up limitation will apply.

**Client Department:**  
CFB Trenton

#### Period of Standing Offer:

16 April 2012 to 31 March 2013 with a 1 year option to renew.

The requirement is subject to a preference for Canadian goods and/or services.

### 3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2012-03-02) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

### 3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### 4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)  
 Section II: Financial Offer (1 hard copy)  
 Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex "B", Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

#### **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

#### **1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

## 1.1. Technical Evaluation

### 1.1.1 Mandatory Technical Criteria

- A) The Annex "B" Basis of Payment cannot be altered in any way.
- B) The Annex "B" Basis of Payment must be completed in full.

## 1.2 Financial Evaluation

- 1.2.1** SACC Manual Clause M0222T (2010-01-11) Evaluation of Price
- 1.2.2** PWGSC will evaluate Basis of Payment - Annex "B"
- 1.2.3** Offerors FOB Destination unit pricing will be multiplied by the usage to calculate the extended pricing. The extended pricing for all pricing periods will be added to calculate the Offerors total price.

## 2. Basis of Selection

- 2.1 One Standing Offer will be issued.
- 2.2 **M0032T Basis of Selection - Multiple Items 2010-08-16**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an aggregate basis will be recommended for issuance of a standing offer.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### 1. Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

Offerors must submit the certifications as provided below:

## 1.1 Certifications Precedent to Issuance of Standing Offer

The certifications listed below should be completed and submitted with the offer but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirements within that time period will render the offer non-responsive.

### 1.1.1 M2002T Federal Contractors Program - over \$25,000 and below \$200,000 2010-08-16

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

## 1.2 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

### 1.2.1 M3069T Canadian Content Certification 2010-01-11

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

1.2.2 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

## **PART 6 - INSURANCE REQUIREMENTS**

### **1. Insurance Requirements**

G1005C Insurance 2008-05-12

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

**1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".**

#### **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### **2.1 General Conditions**

2005 (2011-05-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **2.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "A2 and B2". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a yearly basis to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority no later than 90 days before the completion of each year.

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### **3. Term of Standing Offer**

#### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from 16 April 2012 to 31 March 2013.

#### **3.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) year period, from 01 April 2013 to 31 March 2014 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 60 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **4. Authorities**

#### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Gisele Beaulieu  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
86 Clarence Street, 2nd Floor  
Kingston, Ontario K7L 1X3

Tel: (613) 545-8064  
Fax: (613) 545-8067  
Email: gisele.beaulieu@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### **4.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

#### **4.3 Offeror's Representative** (the information will be inserted by Canada at time of issue)

### **5. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: an authorized representative from CFB Trenton.

## 6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

## 7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

## 8. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) 2006 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.
- d) 2029 (2012-03-02), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.
- e) Annex "A", Requirement
- f) Annex "B", Basis of Payment
- g) the Offeror's offer \_\_\_\_\_

## 9. Certifications

### 9.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### 9.2 SACC Manual Clauses

M3060C Canadian Content Certification 2008-05-12

## 10. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## 11. SACC Manual Clauses

B1501CElectrical Equipment 2006-06-16

A9062CCanadian Forces Site Regulations2011-05-16

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 1. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

2029 (2012-03-02), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of 2029 General Conditions - Goods or Services (low dollar value) will not apply to payments made by credit cards.

### 3. Term of Contract

#### 3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

### 4. Payment

#### 4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex "B" for a cost of the call-up. Customs duties are included", and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

#### 4.3 Method of Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payment

#### 4.4 Payment by Credit Card

The following credit card is accepted: \_\_\_\_\_.

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### 5. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

**6. Insurance**

SACC Manual clause G1005C (2008-05-12) Insurance

**7. Cost for Lost or Damaged Cylinders**

If a cylinder belonging to the Contractor is lost or damaged beyond repair while in Canada's possession, its value will be determined as follows:

- (a) cylinders of 6 cubic metres (200 cubic feet) and over: \$\_\_\_\_\_ (insert the cost) by cylinder.
- (b) cylinders under 6 cubic metres (200 cubic feet) and over 2.77 cubic metres (100 cubic feet): \$\_\_\_\_\_ (insert the cost) by cylinder.
- (c) cylinders under 2.77 cubic metres (100 cubic feet): \$\_\_\_\_\_ (insert the cost) by cylinder.

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**ANNEX "A"****REQUIREMENT****BEVERAGE PROGRAM  
Wing Food Services  
CFB TRENTON, ASTRA, ONTARIO****Requirement:**

For the supply, on an "as and when ordered" basis, of all roasted ground coffees and 100% pure fruit juices from dispensing equipment to be supplied and maintained by the successful contractor.

**Deliverables:**

- 1) A Preventive Maintenance Program for all equipment required under the proposed Standing Offer with details of all work to be done.
- 2) A complete list of coffee and frozen juice products available from your company, as well as literature on products available and information on the machines used to dispense them.

**Ordering Procedures for Coffee/Juice:**

1. All orders must be confirmed as to availability, by the Contractor to the ordering office no later than 2 hours after transmission of fax request.
2. All orders must be delivered within two (2) calendar days maximum from receipt of a call-up document.
3. No backorders will be accepted unless arranged in advance with the ordering clerk.
4. Deliveries shall be made direct to Yukon Galley Kitchen , 75 Yukon St. CFB Trenton and other locations as deemed necessary. Delivery location will be supplied by the ordering clerk at time of placement of order.
5. Usage report of goods used to date to be sent to Sgt Cahoon every 6 months.

**Equipment and Servicing Program:**

1. Contractor shall provide all the equipment required for this program to the Yukon Galley, WO's & Sgt's Kitchen, and Officers Kitchen regardless of size or volume generated on location.
2. Equipment supplied shall be new.
3. All equipment shall have an automatic shut-off system to ensure an easy daily cleaning.
4. Repair/Servicing of equipment shall be provided with 8 hours of a call at no additional costs regardless of the location from which the repair services are provided. Response time measurements for repair/servicing of equipment does not include Saturdays, Sundays or Statutory holidays. Response time is calculated from the time the Contractor has been notified by the user to the time of arrival on site by the Contractor/Technician.
5. If it is determined that the Contractor cannot repair the defective equipment/system within two (2) working hours the contractor shall provide a replacement unit, similarly equipped as the ones provided

under the Standing Offer, at no charge, within one (1) day (24 hours) of such determination by the Contractor's maintenance personnel.

6. A written report shall be provided to the Kitchen Manager or his representative each time a technician services any of the equipment. Report to include the work completed, the location and the serial number of the equipment if applicable.

7. Initial installation and/or replacement of equipment shall be scheduled with the Yukon Galley Kitchen Manager in such a manner as to cause the least amount of downtime to the kitchen.

8. The Consignee acknowledges financial responsibility for loss or damage to equipment with the exception of those items normally covered under warranty and/or due to normal wear and tear.

### **Equipment/Machines Required: Yukon Galley Kitchen**

#### *Ground Regular*

#### Ground Regular

- 4 Direct to Thermal Server Coffee Brewers ex. CWTF35  
Bunn Coffee Brewers
- 13 Regular Coffee Thermal Servers
- 2 Designated Decaffeinated Coffee Thermal Servers
- 5 Two Tiered Coffee Stands for Thermal Servers
- 2 Single Tiered Coffee Stands For Thermal Servers

#### Concentrated Juices (Frozen)

- 1 Four Port Refrigerated Fruit Juice Dispensing Machine with self cleaning inside control system.
- Must be a disposable container. Bag in a box is not acceptable.
- Equipment for mixing & dispensing must be mechanically driven. Manual mixing & filling of dispensers is not acceptable.

### **Equipment/Machines Required Cadet Dining Hall**

#### *Regular Grind Coffee/Concentrated Juices*

#### Regular Grind Coffee

- Single Unit coffee brewer with a 150-200 cup capacity and hot water spigot for tea etc. Ex. Bunn Model SRU.

#### Concentrated Juices (Frozen)

- 2 Four Port Refrigerated Fruit Juice Dispensing Machine with self cleaning inside control system.
- Must be a disposable container. Bag in a box is not acceptable.
- Equipment for mixing & dispensing must be mechanically driven. Manual mixing & filling of dispensers is not acceptable.

Solicitation No. - N° de l'invitation

W0125-11R009/A

Client Ref. No. - N° de réf. du client

W0125-11-R009

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-1-36349

Buyer ID - Id de l'acheteur

kin508

CCC No./N° CCC - FMS No/ N° VME

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**Equipment/Machines Required  
Wo's & Sgts Mess Kitchen**

*Regular Grind Coffee*

- Single Unit coffee brewer with a 150-200 cup capacity and a hot water spigot for tea etc. *Ex.* Bunn Model SRU.

**Equipment/Machines Required  
Officers Mess Kitchen**

*Regular Grind Coffee*

- Single Unit coffee brewer with a 150-200 cup capacity and a hot water spigot for tea etc. *Ex.* Bunn Model SRU.

**Annex "B"**  
**Basis of Payment**

Firm Unit Prices all inclusive as follows, HST extra. Estimated quantities are per year.

**YEAR 1 - 16 April 2012 to 31 March 2013**

Item	Description	Uof I	Est. Qty.	Unit Price FOB Destination
001	A selection of highest quality blend of ground coffee, 2.5 oz Pkg.		2600lbs	\$_____/lb
002	A selection of one regular coffee, 300-500 g Pkg. Regular blend		400lbs	\$_____/lb
003	A selection of decaffeinated ground coffee, 2.5 oz Pkg.		400lbs	\$_____/lb
004	A selection of 100% pure concentrated Frozen juices. Mix ratio 5 to1			
	A) Orange 11.8% brix		2373ltrs	\$_____/litre
	B) Cranberry		1365ltrs	\$_____/litre
	C) Fruit Punch 11.8% brix		2184ltrs	\$_____/litre
	D) Apple 12% brix		2184ltrs	\$_____/litre
005	A selection of Flavoured Teas Ind Wrapped Packed 20/Box Asst Flavoured Teas		110 Boxes	\$_____/box

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### Option Year - 1 April 2013 to 31 March 2014

Item	Description	Uofl	Est. Qty.	Unit Price
006	A selection of highest quality blend of ground coffee, 2.5 oz Pkg.		2600lbs	\$_____/lb
007	A selection of one regular coffee, 300-500 g Pkg. Regular blend		400lbs	\$_____/lb
008	A selection of decaffeinated ground coffee, 2.5 oz Pkg.		400lbs	\$_____/lb
009	A selection of 100% pure concentrated Frozen juices. Mix ratio 5 to1			
	A) Orange 11.8% brix	2373ltrs		\$_____/litre
	B) Cranberry	1365ltrs		\$_____/litre
	C) Fruit Punch 11.8% brix	2184ltrs		\$_____/litre
	D) Apple 12% brix	2184ltrs		\$_____/litre
010	A selection of Flavoured Teas Individually Packed 20/Box			
	Assorted Flavoured Teas		110 boxes	\$_____/box

Solicitation No. - N° de l'invitation

W0125-11R009/A

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

kin508

Client Ref. No. - N° de réf. du client

W0125-11-R009

KIN-1-36349

CCC No./N° CCC - FMS No/ N° VME

### ANNEX "C"

#### Standing Offers Reporting Form

Standing Offer		(Insert Standing Offer #)		Start Date of SO (DD/MM/YYYY)	End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)		Total Value for Reporting Period (\$)		Start Reporting Period (DD/MM/YYYY)	End Reporting Period (DD/MM/YYYY)	
Department Requesting	Order Number	Work Description	Item Qty	Date of Order	Date of Delivery	Value of Order (not including GST)

Solicitation No. - N° de l'invitation

W0125-11R009/A

Client Ref. No. - N° de réf. du client

W0125-11-R009

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-1-36349

Buyer ID - Id de l'acheteur

kin508

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "D"**  
**INFORMATION REQUESTED**

**1. Offeror's Contact for General Inquiries:**

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Facsimile No. \_\_\_\_\_

Cellular No. \_\_\_\_\_

E-mail address \_\_\_\_\_

**2. Procurement Business Number (PBN)**

The Offeror's PBN: \_\_\_\_\_